



Budget Detail Instructions

Note: The information entered on the Budget Detail page does not save until the Allocation Remaining equals "0" (excluding competitive application budgets) and all validation rules have been met. Validation rules include, but are not limited to: employee benefits are budgeted whenever an amount is entered for salaries; indirect costs do not exceed the maximum indirect costs allowed; combined administrative costs do not exceed the ceiling (Carl Perkins, Adult Ed); and professional development ceilings/floors are met (Gifted and Talented, Title III-A). The applicant should check for error messages at the top of the page before moving to another page. If the applicant moves to another page without saving the Budget Detail page, all data will be lost.

Budget Detail Types

There are two types of budget detail pages in E-Grants. If the application requires completion of the Planning Tool and Topic Funding page, the Budget Detail page is divided into a grid for each selected topic. If the application does not require the Planning Tool and Topic Funding page, the Budget Detail page is a single grid.

Purpose Categories and Object Codes

Click the [Description of Purpose Categories and Object Codes](#) hyperlink here or at the top of the first budget grid on the Budget Detail page to open a pdf document detailing the purpose categories and object codes. Use this document to determine the appropriate purpose categories and object codes to use when you fill out your budget grid(s). Federal and state education programs have unique guidelines regarding what are or are not acceptable uses of funds. As a result, not every purpose category and/or object code listed on the document is available in every application. For example, Object Code 900 – Transfers is unique to the IDEA Consolidated application as it is used for transfers to special education cooperatives and consortiums.

In both versions of the Budget Detail page, the purpose categories are in a drop-down box. Click the chevron on the right side of the drop-down box to display the purpose categories. On the Budget Detail pages tied to topic funding, the object codes are displayed across the top of the grid. On the Budget Detail pages not linked to topic funding, the object codes are in a drop-down box.

Budget Completion

To complete the Budget Detail page, select the desired purpose category from the drop-down list then enter unformatted, whole dollar amounts in the corresponding object code columns. (Do not enter commas, decimal points, or dollar signs.) If there is more than one topic grid on the Budget Detail page, applicants may choose to enter amounts for any or all of the topic areas; the Office

of Public Instruction (OPI) does not require that amounts be entered for every topic. Click the **Calculate Totals** button at the bottom of the page to update totals as you enter budget amounts.

To complete the Budget Detail page in all other applications, select the desired object code and purpose category from the drop-down lists, enter a description of the expenditure, then enter the associated budget amount in unformatted, whole dollar amounts. (Do not enter commas, decimal points, or dollar signs.) Click the **Calculate Totals** button at the bottom of the page to update totals as you enter budget amounts.

Click the **Create Additional Entries** button if more budget rows are needed.

If the applicant has an OPI-approved indirect cost rate, the applicant may budget for indirect costs. To claim indirect costs, scroll to the bottom of the page and enter the amount in the text box on line "(G) Budgeted Indirect Cost." The amount entered cannot exceed the maximum amount listed in line "(E) Maximum Indirect Cost." Be aware that not all programs allow an applicant to claim indirect costs.

When the Budget Detail page is complete, click the **Save Page** button. Check for error messages at the top of the page. If there are errors, they must be remedied before the page will save.

To delete a budget row, check the Delete Row check box at the end of the row to be deleted. Adjust the remaining rows to make the Allocation Remaining amount equal "0" when the row to be deleted is not included. Click the **Save Page** button. Once the save button is clicked the row will delete.

Budget Amendments

Budget amendments are required when carryover and/or reallocated funds are added, the objectives or activities of the project change during the grant year resulting in a change of scope, and variety of other reasons.

When budget amendments are made, the applicant must take into consideration the amount that has already been paid out of a particular object code. If the original budget amount in an object code was \$10,000 and \$8,500 has been paid out, the applicant cannot move more than \$1,500 to another object code. Paid-to-Date amounts display in a grid near the top of the Budget Detail page in the applications not tied to topic funding and at the bottom of the page in the applications that are.

There are instances in which the paid-to-date grid will show one amount, but the applicant has a submitted, unapproved cash request asking for more funds from an object code. When this occurs, a validation will prevent an applicant from moving more money than what remains after the paid-to-date and submitted cash request amounts are combined.